



**ADMINISTRATIVE  
POLICIES AND PROCEDURES MANUAL**

**DATE ISSUE  
6/21/02**

**REVISION  
7**

**PAGE  
H3-122.0**

**SUBJECT  
SECURITY AND SAFETY**

**SUB-TOPIC**

**REPORTING MEDICAL EMERGENCIES AT UTD RICHARDSON CAMPUS**

A. Employees:

1. Steps for Obtaining Assistance:

- a. For non life-threatening accidents or sudden illness, call the University Police, ext. 2331. The Police will contact Student Health Services when appropriate.
- b. If the injured person is able to walk, assist and accompany the person to the nearest campus telephone and contact the Police Department for assistance (ext. 2331).
- c. If the injured person is unable to walk, if a neck or back injury is suspected, if there is serious bleeding or if a heart attack is suspected, etc., instruct the person to lie quietly and call "911."
- d. When calling for aid, provide the following information:
  - 1.) Caller's name and nearest telephone extension to accident;
  - 2.) Type of injury;
  - 3.) Severity of injury;
  - 4.) Number of persons involved;
  - 5.) Location of injured person (building, floor, nearest room or the equivalent);
  - 6.) Any additional information to aid the response of the Police or Fire Department;
  - 7.) DO NOT hang up first; be sure the Police/Fire Department has all the necessary information.
- e. If possible, one person should stay with the injured and another should be posted at the entrance of the area to direct the responding unit.
- f. If possible, a UTD employee or supervisor should accompany the injured employee to the hospital. The Safety Office should be notified at this time for Workers' Compensation Insurance (WCI) verification (883-2381).